

General Steps: How to Complete the Monitoring Instrument in eNote Tracker

Below are general step-by-step instructions for completing an NDE eNote Tracker Instrument. Indicators must be self-assessed, evidence uploaded and the Instrument submitted no later than one week prior to the onsite visit.

1. Log onto the eNote Tracker website:

LOG ON

Welcome to eNOTE. Please sign in to use the system.
Fields marked with a * are required.

E-mail Address:
test@doe.nv.gov

Password:

[Reset Password](#)

[First-time user? Accept Invitation](#)

Log on

<https://enote.doe.nv.gov>

****If you've forgotten your password, use the password recovery tool on the Log On screen by clicking the "Reset Password" link.*

2. If you have access to a single LEA, you will go directly to the LEA Overview page when you login (see step 3). If you have access to more than one LEA, your default home page will be the LEA list (see screen shot example below).

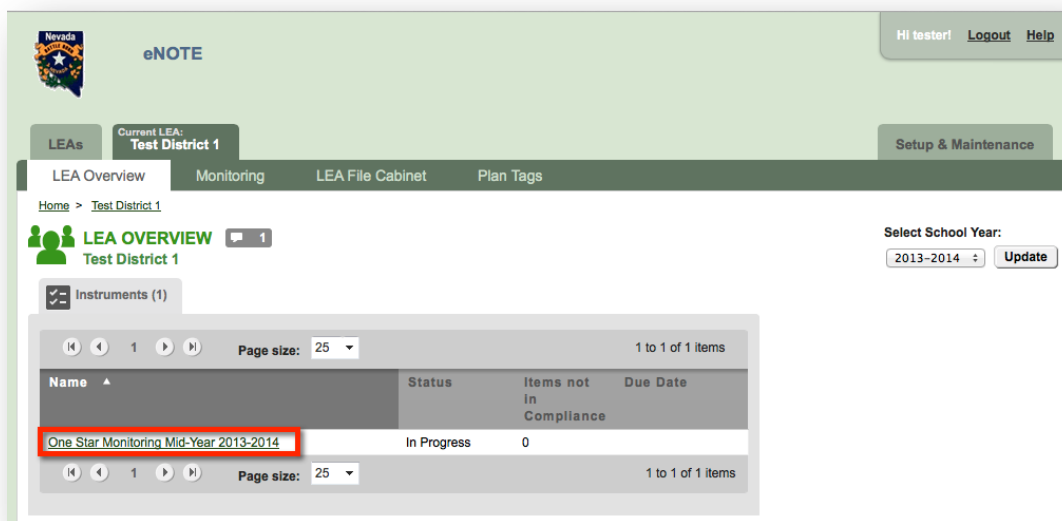
Select an LEA to display the monitoring instruments assigned for the school year.

The screenshot shows the 'LEAs' management page. At the top, there's a 'LEAs' tab and a 'Setup & Maintenance' link. Below the header, a breadcrumb trail shows 'Home > LEAs'. The main heading is 'LEAS'. On the right, there's a 'Select School Year:' dropdown set to '2013-2014' with an 'Update' button. A 'FILTERS' section on the left includes dropdowns for 'Location' (Any County), 'Instruments' (Any Instrument), 'Goal Templates' (Any Template), and 'LEA Name' (Active). Below these are three 'Custom Field' dropdowns and 'Apply' and 'Clear' buttons. The main content area displays a table titled 'LEAS (5)'. The table has columns: LEA, COUNTY, INSTRUMENTS MONITORED, LEA PLAN GOALS, and SCHOOL PLANS. The rows are: Esmeralda County School District (Test District 1, 0, 0, 0), Eureka County School District (Test District 1, 0, 0, 0), Lander County School District (Test District 1, 4, 0, 0), Storey County School District (Test District 1, 0, 0, 0), and Test District 1 (WestEd County, 1, 0, 5). The 'Test District 1' row is highlighted in yellow and has a red box around its name. A red callout bubble points to this row with the text: 'If you have multiple LEAs assigned, select the applicable LEA to display the monitoring instruments assigned.'

LEA	COUNTY	INSTRUMENTS MONITORED	LEA PLAN GOALS	SCHOOL PLANS
Esmeralda County School District	Test District 1	0	0	0
Eureka County School District	Test District 1	0	0	0
Lander County School District	Test District 1	4	0	0
Storey County School District	Test District 1	0	0	0
Test District 1	WestEd County	1	0	5

3. The LEA Overview page (and tab) opens. This page displays a status of the monitoring and plan activities for the LEA for the selected year. In this example, "Test District 1" LEA is assigned to the One Star Monitoring Mid-Year instrument, which currently shows a status of "In Progress." The instrument name reflects to what your school or district is assigned.

Click on the instrument hyperlink to open the instrument.



4. The Instrument Overview page opens.

This screen shows the current status of the instrument and its items, the Due Date of the instrument, as well as assigned LEA submitters and SEA reviewers. At the bottom of the page, there are tabs you can review. These tabs correspond to instrument items, criteria questions, documents submitted by the LEA, status history, resources, etc. as applicable.

If a Criteria Questions Tab is visible, you must respond with either a "Yes" or "No" response for each question identified ("None" is not an accepted response. Click the "Save" button prior to exiting.

Once ALL Criteria Questions have been answered with a Yes or No response and your responses have been SAVED, the other noted Tabs (e.g. Items, Documents, etc.) should appear.

From the Items Tab, Click the Plus (+) Sign to expand the item category.

5. Once expanded, each category will list a summary of the total number of items in each category, as well as the status of each item.

Click the Item hyperlink name (e.g. "One-Star School Performance Plan-SPP" hyperlink) to open further detail regarding the category item.

The screenshot displays the eNOTE application interface. At the top, there is a header with the Nevada state logo, the text 'eNOTE', and user information 'Hi tester! Logout Help'. Below this is a navigation bar with tabs for 'LEAs', 'Current LEA: Test District 1', and 'Setup & Maintenance'. Under 'Current LEA: Test District 1', there are sub-tabs for 'LEA Overview', 'Monitoring', 'LEA File Cabinet', and 'Plan Tags'. The main content area shows the breadcrumb 'Home > Test District 1 > One Star Monitoring Mid-Year 2013-2014' and the title 'INSTRUMENT OVERVIEW Test District 1'. Below this is a section for 'One Star Monitoring Mid-Year 2013-2014' with a status summary table:

Status: In Progress	Meets Requirements (0)	Does Not Meet Requirements (0)
Due Date:	In Progress (1)	Not Monitored (0)
Last Update: Administrator Administrator 3/5/2014 9:45:42 AM		
Items: 1		

Below the status summary, there are fields for 'Team Leader: Not Assigned', 'LEA Submitters: Edit Not Assigned', and 'SEA Reviewers: Not Assigned'. A 'Print Instrument Report' button is located on the right. The main list area shows 'Items (1)', 'Documents (0)', and 'Status History (1)'. The category 'CATEGORY: ONE STAR SCHOOLS' is listed with '0 of 1 completed'. Below this, the item 'ITEM: One-Star School Performance Plan (SPP)' is listed with a status of 'In Progress'. A red callout bubble with the text 'Click the Item Hyperlink Name' points to the item name 'One-Star School Performance Plan (SPP)'.

6. The Item Response page opens.

The information displayed for the Monitoring Item includes:

- **The Compliance Indicators section**-Provides information and guidance to the LEA about what is being addressed in the item
- **The LEA Self-Review section**-Appears below the State Findings. This is where the LEA adds comments to support evidence related to the monitoring item
- **The Requested Documents tab**-Displays specific evidence requests by the SEA for the monitoring item
- **The All Documents tab**- Contains and lists any documents that the LEA has uploaded for this item.

The screenshot shows the eNOTE system interface. At the top, there's a header with the Nevada state logo, 'eNOTE' text, and user information 'Hi tester! Logout Help'. Below this is a navigation bar with tabs: 'LEAs', 'Current LEA: Test District 1', and 'Setup & Maintenance'. Under 'Current LEA: Test District 1', there are sub-tabs: 'LEA Overview', 'Monitoring', 'LEA File Cabinet', and 'Plan Tags'. The 'Monitoring' tab is selected, showing a breadcrumb trail: 'Home > Test District 1 > One Star Monitoring Mid-Year 2013-2014 > One-Star School Performance Plan (SPP)'. The main content area is titled 'ITEM OVERVIEW' with a red notification icon showing '1'. Below this is the 'One-Star School Performance Plan (SPP)' section. It has a 'COMPLIANCE INDICATORS' section with two instructions: '1. UPLOAD the SPP into eNOTE' and '***IMPORTANT: Please ensure that Appendix C, Mid-Year Monitoring is COMPLETED prior to uploading the SPP.' and '2. In one or two paragraphs, please SUMMARIZE the current IMPLEMENTATION of your SPP.' A red callout bubble points to this section with the text: 'Compliance Indicators provide directions for how to respond in the LEA Self-Review section and what requested documents are required.' Below the compliance indicators is the 'LEA SELF-REVIEW (REQUIRED)' section, which shows 'Current Status: In Progress' and a 'Comments to SEA' field. At the bottom, there's a 'Requested Documents (1)' section with a table showing one document: 'School Performance Plan' with the description 'Every school must complete a school performance plan.' and '11' in the 'Associations' column. The table has columns for 'Respond', 'Evidence Name', 'Description', 'Associations', and 'Attached Documents'.

Respond	Evidence Name	Description	Associations	Attached Documents
Respond	School Performance Plan	Every school must complete a school performance plan.	11	

7. Review the Compliance Indicator section for SEA guidance and requests.

Click the Edit button on the LEA Self-Review section.

The screenshot displays the eNOTE application interface. At the top, there is a header with the Nevada state logo, the text "eNOTE", and user links "Hi tester!", "Logout", and "Help". Below the header, a navigation bar shows "LEAs" as the current selection, with "Current LEA: Test District 1" and a "Setup & Maintenance" link. The main navigation menu includes "LEA Overview", "Monitoring", "LEA File Cabinet", and "Plan Tags". The breadcrumb trail reads: "Home > Test District 1 > One-Star Monitoring Mid-Year 2013-2014 > One-Star School Performance Plan (SPP)".

The "ITEM OVERVIEW" section for "One-Star School Performance Plan (SPP)" is shown. It includes a "COMPLIANCE INDICATORS" section with two instructions: "1. UPLOAD the SPP into eNOTE" and "2. In one or two paragraphs, please SUMMARIZE the current IMPLEMENTATION of your SPP." Below this is the "LEA SELF-REVIEW (REQUIRED)" section, which shows a "Current Status" of "In Progress" and a "Comments to SEA" field. An "Edit" button is highlighted with a red box in the top right corner of this section.




At the bottom, there are tabs for "Requested Documents (1)", "All Documents (0)", "Resources (0)", "Legal Citations (0)", and "Status History (1)". The "Requested Documents (1)" tab is active, showing a table with one item:

Respond	Evidence Name	Description	Associations	Attached Documents
Respond	School Performance Plan	Every school must complete a school performance plan.	11	

The table has a "Page size" of 25 and shows "1 to 1 of 1 items".

8. The Comments by LEA edit box opens.

In the LEA Self-Review comment box, type and respond as instructed by the SEA Compliance Indicator section (eg. Provide a summary of implementation of your SPP).

ITEM OVERVIEW  **1**  

One-Star School Performance Plan (SPP)

▼ COMPLIANCE INDICATORS

1. **UPLOAD** the **SPP** into eNOTE
*****IMPORTANT:** Please ensure that **Appendix C, Mid-Year Monitoring** is **COMPLETED** prior to uploading the SPP.







2. In one or two paragraphs, please **SUMMARIZE** the current **IMPLEMENTATION** of your SPP.

▼ LEA SELF-REVIEW (REQUIRED)

Change Status

Meets Requirements ▾

Comments to SEA :

      **B** *I*

1. Please find our SPP with completed mid-year monitoring attached.

2. Progress-to-Date Summary (using SPP identified goals and indicator measures)

This is where you would summarize relevant data points to support your decisions, as well as what next steps have been identified to help close existing achievement gaps and improve student growth).

9. After you've finished the LEA-Self-Review section, complete the following 2 tasks:

- **Click the Status drop down arrow and change to "Meets Requirements"**
- **Click the Save button at the bottom of the section.**

▼ LEA SELF-REVIEW (REQUIRED)

Change Status

✓ Meets Requirements
In Progress
Does Not Meet Requirements
Not Monitored

1. Please find our SPP with completed mid-year monitoring attached.
2. Progress-to-Date Summary (using SPP identified goals and indicator measures)
Please summarize relevant data points to support your decisions, as well as what next steps have been identified to help close existing achievement gaps and improve student growth).

Save Cancel

- 10.** Navigate down to the Requested Documents tab at the bottom of the page. The LEA can add evidence requests on the Requested Documents tab and on the All Documents tab.

On the Requested Documents tab, click the “Respond” link next to the evidence request you are providing evidence for.

The screenshot displays the 'LEA SELF-REVIEW (REQUIRED)' section. It includes a 'Current Status' section with 'Meets Requirements' and a 'Comments to SEA' section with two numbered instructions. Below these are tabs for 'Requested Documents (1)', 'All Documents (0)', 'Resources (0)', 'Legal Citations (0)', and 'Status History (3)'. The 'Requested Documents' tab is active, showing a table with one item: 'School Performance Plan'. The 'Respond' link for this item is highlighted with a red box. The table has columns for 'Respond', 'Evidence Name', 'Description', 'Associations', and 'Attached Documents'.

Respond	Evidence Name	Description	Associations	Attached Documents
Respond	School Performance Plan	Every school must complete a school performance plan.	11	

12. Click the Choose File button to browse your computer for the file to add. Provide a Title and Description. You can also check the Title default box to use the file name. Be sure to upload file types that can generally be opened on most computers (e.g. MS Office documents).

ADD NEW DOCUMENT

Title	Associations
School Performance Plan	One-Star School Performance Plan (SPP)

Description
Every school must complete a school performance plan.

Select Document Type:

☒ New File Please do not upload documents that contain student-identifying information

☐ Choose File no file selected File size limit: 500 MB

☐ Existing File

☐ Link to a web page URL

☐ Hard Copy Reference Only

Select the Choose File button to locate the file on your computer.

Title *:
☐ Use Filename School Performance Plan 23/100

Description: 0/500

Add the School Name or other document description here

☐ Draft

Permissions

School Associations:

☐ Esmeralda County School Districtx

☐ Eureka County School Districtx

☐ Lander County School Districtx

☐ New Reconstructed School

☐ Pershing County School District

☐ Storey County School District

Attach Cancel

Click the "Attach" button when the file is ready to be uploaded.

13. The All Documents tab displays a list of all documents uploaded into items of the instrument. In this example, the previously uploaded SPP is now available to review.

The screenshot shows a web application interface with several tabs: 'Requested Documents (1)', 'All Documents (1)', 'Resources (0)', 'Legal Citations (0)', and 'Status History (3)'. The 'All Documents (1)' tab is selected and highlighted with a red box. Below the tabs, there are two sections: 'POTENTIAL LINES OF EVIDENCE' and 'UPLOADED DOCUMENTS'. The 'UPLOADED DOCUMENTS' section is highlighted with a red box and contains a table with one document.

Edit	Open	Size	Title	Description	Evidence Request	Updated	By
Edit	Download	118.58 KB	School Performance Plan	SPP for NDE example of how to upload documents	School Performance Plan	03/05/2014	tester tester (LEA)

14. After uploading all evidence for the items in a particular instrument and completing the LEA self-review section, the Submitter submits the completed instrument to the SEA. LEA users who have been selected as Submitters for the instrument will see a button at the top and bottom of the Instrument Overview page, labeled Change status to Submitted.

Click the Change status to Submitted button

The screenshot displays the eNOTE web application interface. At the top left is the Nevada State Seal. The header area includes the text 'eNOTE' and a dropdown menu for 'Current LEA: Test District 1'. Below this is a navigation bar with tabs for 'LEAs', 'LEA Overview', 'Monitoring', 'LEA File Cabinet', and 'Plan Tags'. The 'Monitoring' tab is active. The breadcrumb trail reads: 'Home > Test District 1 > One Star Monitoring Mid-Year 2013-2014'. A button labeled 'Change status to Submitted' is highlighted with a red rectangular box. Below the button, the section 'INSTRUMENT OVERVIEW' is shown for 'Test District 1' and 'One Star Monitoring Mid-Year 2013-2014'. The overview includes a status summary table and a table for team assignments.

Status: In Progress		Meets Requirements (1)	Does Not Meet Requirements (0)
Due Date		In Progress (0)	Not Monitored (0)
Last Update: tester tester 3/5/2014 10:29:18 AM			
Items: 1			

Team Leader:	LEA Submitters: Edit	SEA Reviewers:
Not Assigned	Tester LEA	Not Assigned

15. A Confirm Instrument Status Change prompt appears. Submitting the instrument indicates to the SEA that the status of the instrument is ready for review. The SEA reviewer will then change the status to "Received" to indicate that the desktop review has started.

Click the Submit button to accept the change.

The screenshot shows the eNOTE web application interface. At the top, there's a header with the Nevada state logo and 'eNOTE' text. A user is logged in as 'Hi Tester!'. The main navigation bar includes 'LEAs', 'Current LEA: Test District 1', and 'Setup & Maintenance'. Below this, a sub-navigation bar shows 'LEA Overview', 'Monitoring', 'LEA File Cabinet', and 'Plan Tags'. The breadcrumb trail is 'Home > Test District 1 > One Star Monitoring Mid-Year 2013-2014'. A red banner reads 'CONFIRM INSTRUMENT STATUS CHANGE'. Below it, a message states: 'You are about to submit the evidence for this instrument to NDE for review. You may continue to add and update evidence until your onsite visit. Click 'Submit' to confirm, or 'Cancel' to return to the instrument without saving changes.' The 'Submit' button is highlighted with a red box. Below the prompt is the 'INSTRUMENT OVERVIEW' section for 'Test District 1' and 'One Star Monitoring Mid-Year 2013-2014'. It displays the following information:

Status: In Progress	Meets Requirements (1)	Does Not Meet Requirements (0)
Due Date:	In Progress (0)	Not Monitored (0)
Last Update: tester tester 3/5/2014 10:29:18 AM		
Items: 1		

At the bottom, there are three sections: 'Team Leader: Not Assigned', 'LEA Submitters: [Edit](#) [Tested LEA](#)', and 'SEA Reviewers: Not Assigned'.

***The instrument Status should now state a "Submitted" status if all steps were completed accurately.*